



Security Role Profile Department of Finance Roles

***Prepared by 21st Century Project
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Security Role Profile - DOF Roles

DOF Benefit Report Runner

Benefits

Role Description: DOF Benefit Report Runner

The Department of Finance (DOF) Benefit Report Runner role allows access to run Benefit Reports that are applicable to the Department of Finance group, specially report DOF Health Benefits Payment History File is included in this security role. This role should be limited to the DOF Benefit users only.

Tasks/Responsibilities

- Execute Benefit Reports in BW applicable to DOF Benefits, specially report "DOF Health Benefits Payment History File" is available.

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- Benefits BW Reports - DOF Reports

Key Transaction Codes

- BN BW DOF Reports - Health Benefits Payment History File



Security Role Profile - DOF Roles

DOF Position Approver

Organizational Management

Role Description: DOF Position Approver

The Department of Finance (DOF) workflow role is used for those positions that require DOF approval. This role serves as the final approval or rejection level for changes to positions and reinstated positions that have been identified through the GC12439 process. For positions that are rejected, the workflow routes back to the OM Personnel Processor. This role should only be assigned to the Department of Finance users that are responsible for approving position funding.

Tasks/Responsibilities

- Final level of approval/rejections for changes to current positions
- Final level of approval/rejections for reinstated positions (GC12439)
- Approves position funding

Related Processes

- Create or Edit Position

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- Organization Management Display

Key Transaction Codes

- MyCalPAYS Portal - Change Position Workflow
- MyCalPAYS Portal - Create Position Workflow
- MyCalPAYS Portal - GC12439 Re-Establish Positions Workflow

Commonly Used Infotypes

- Read Account Assignment Features (1008)
- Read Descriptions (1002)
- Read Employee Group/Subgroup (1013)
- Read General Attributes (1222)
- Read Justify Re-establishment (9012)
- Read Objects (1000)
- Read Planned Compensation (1005)
- Read Position Attributes (9002)
- Read Relationships (1001)
- Read Vacancy (1007)
- Read Work Schedule (1011)



Security Role Profile - DOF Roles

Organization Charting Tool (Nakisa)

Organizational Management

Role Description: Organization Charting Tool (Nakisa)

Nakisa is used to extract organization information from MyCalPAYS and present it in an Organization Chart format. This provides a traditional organizational chart diagram that is familiar to Human Resource administrators. There are a limited number of user licenses for this software. For the whole State of CA there are only 3000 licenses available. Therefore, the agency may wish to consider assigning the role to key agency HR staff. This role only provides display access and has no update capabilities.

Tasks/Responsibilities

- Ability to provide organizational charts either printed or electronically
- Generate and distribute organizational charts
- Utilize Nakisa as a quality review measure since the organization chart diagram is presented in a format familiar to HR administrators and more convenient to view than the SAP organization structure

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- Organization Management Display

Key Transaction Codes

- None

Commonly Used Infotypes

- None



Security Role Profile - DOF Roles

Organizational Management (OM) Display

Organizational Management

Role Description: Organizational Management (OM) Display

The Organization Management Display role has the ability to display the MyCalPAYS organization structure, positions and jobs within the organization, along with the employees that have been assigned to the positions. This role only provides display access and has no update capabilities.

Tasks/Responsibilities

- Display to jobs and positions
- Display to the SAP organization structure
- Execute SAP standard reports to view jobs, positions and organization structure

Related Processes

- Create or Edit Position
- Create and Maintain Organizational Unit

Role Conflicts

Those assigned this role should not be assigned the following roles to prevent conflicts of interests and to allow for segregation of duties:

- None

Role Dependencies

Those assigned this role will also be assigned the following roles:

- None

Key Transaction Codes

- P013D - Display Position
- PO03D - Display Job
- PO10D - Display Org Unit
- PPOSE - Display Org Structure
- PPSS - Display Structure
- S_AHR_61016491 - Report Existing Org Units
- S_AHR_61016493 - Report Org Structure
- S_AHR_61016494 - Report Org Structure with Positions
- S_AHR_61016495 - Report Org Structure with Persons
- S_AHR_61016497 - Report Existing Jobs
- S_AHR_61016498 - Report Job Index
- S_AHR_61016499 - Report Job Description
- S_AHR_61016501 - Report Complete Job Description
- S_AHR_61016502 - Report Existing Positions
- S_AHR_61016504 - Report Position Description
- S_AHR_61016505 - Report Task Description - Positions
- S_AHR_61016509 - Report Vacant/Obsolete Positions



Security Role Profile - DOF Roles

Organizational Management (OM) Display

Organizational Management

- S_AHR_61016528 - Report Structure Display/Maintenance
- S_AHR_61018831 - Report Obsolete Positions
- S_AHR_61018869 - Report Periods of Unoccupied Positions

Commonly Used Infotypes

- Read Account Assignment Features (1008)
- Read Additional Job Attributes (9003)
- Read Descriptions (1002)
- Read Employee Group/Subgroup (1013)
- Read General Attributes (1222)
- Read Justify Re-establishment (9012)
- Read Objects (1000)
- Read Planned Compensation (1005)
- Read Position Attributes (9002)
- Read Relationships (1001)
- Read US Job Attributes (1610)
- Read Vacancy (1007)
- Read Work Schedule (1011)

